

HeadsUp![®]

Child Development Center

Palo Alto

(An Educational Program of Early Learning Institute, a California Corporation)

BILINGUAL PRESCHOOL STATEMENTS OF PROGRAM & FEES

This document is a supplement to the regular *Statements of Program, Fees & Policies*. It should be read in conjunction with those documents.

PROGRAM

Two-Worlds[™] Chinese Language and Culture Program

The HeadsUp! *Two-Worlds[™] Approach* features intensive instruction in Chinese language and culture. At the same time, the bilingual setting offers all the benefits of the regular preschool program: it provides an enriched environment in which children can grow to fulfill their full potential; it gives parents the same security of knowing their children are receiving the finest care and developmental guidance available; and it combines an innovative approach to early learning with traditional values and the joy of discovery.

The significant difference between the two programs is that the bilingual program is taught in two languages, Chinese (Mandarin) and English. Chinese is spoken exclusively for the first three hours of the day, regardless of the curriculum subject (except English); during this time, all teachers working with students are fluent in Mandarin. In the afternoon, students will use English for English-language activities as well as other subjects (except Chinese); during this period, all teachers are fluent in English, including bilingual teachers fluent in both languages.

The program is designed to appeal to a broad range of students whose families want them to be fully competent in a second language, regardless of their ethnicity or heritage. Because of its linguistic rigor and cultural emphases, it meets the needs of families with children of Chinese heritage, who are American born as well as those born in China, Taiwan, Singapore, and other countries, including students who were adopted by non-Asian American families. The program is not designed for children who are not fluent in English; they will instead be served in a regular preschool setting until their English is sufficiently developed to permit them to participate fully in a bilingual classroom.

The center is highly qualified to offer a bilingual Chinese program. With its affiliate programs, it has been teaching Chinese to over 400 students per year for four years.

Approach

HeadsUp![®] centers follow an eclectic approach to early learning, borrowing from the best model programs and making use of the most recent educational research. All preschool programs, including the bilingual program, use a modified Montessori curriculum

incorporating art, music, and imaginative play into the traditional emphasis on practical life, sensorial, language, mathematics, science, and cultural activities.

Students in regular preschool classrooms study both Chinese and Spanish at least twice a week. Spanish provides an important introduction to the Greek and Latin roots that are part of the foundation of the English language and serves as an important source of English vocabulary and grammatical awareness. Chinese, being based on an entirely different, non-alphabetic system, requires different cognitive awareness and skills (such as sensitivity to tones). Together, the two languages help create brain plasticity that contributes to fuller, more flexible cognitive skills. Students in the bilingual preschool program will have much more extensive exposure to Chinese (15 hours per week compared to one hour per week). They will also receive instruction in Spanish.

The bilingual preschool classroom employs the same Montessori approach that is found in the regular preschool classroom except that two languages are used instead of one. In the morning, the teacher heading the Montessori curriculum is a trained Montessori teacher who is also fluent in Chinese; similarly, in the afternoon, the Montessori coordinator is a trained Montessori teacher who is fluent in English.

Curriculum

The Chinese portion of the language curriculum focuses primarily on spoken language. When introduced, written language uses simplified characters and a phonetic system based on the Western alphabet. The cultural curriculum includes art, crafts, music, and dance, as well as modern cuisine, manners, and physical exercise.

During the English portion of the curriculum, students are exposed to a variety of subjects that are essential to Western humanism and rationalism--including history, science, literature, music, and art—as well as traditional American values such as individualism, entrepreneurship, and creativity.

Students in the bilingual preschool program participate in all of the subjects and activities that are part of the regular preschool program. These include math, language (both Chinese in the morning and English in the afternoon), science, history, art, music, Spanish, and free play. Students in kindergarten are all grouped together for two hours in the afternoon and participate in school readiness activities.

Private School Programs

ELI's two private schools, Emerson School and Hacienda School, both operate Chinese language-immersion after-school programs. They operate from 3:00 to 6:00 PM daily and serve students from other schools as well as the two private schools. Information pertaining to these school programs is available from the center director, the school directors, and ELI's website, <http://www.headsup.org/>.

Other Features

There is one important provision pertaining to “hours” that is different from the regular preschool program. In order to obtain the full benefit of the bilingual program, students must arrive no later than 8:30 AM.

Other than start time, the operation of the bilingual preschool room is in all other respects similar to the regular preschool, including the strictly-enforced policy of requiring a 30-day notice of termination. The center is open from 7:30 AM to 6:00 PM and provides a minimum of a nine-hour program that meets the needs of most working parents. It is offered only on a five-days-per-week basis. A student-to-adult ratio of no more than 10:1 is maintained at all times. Health and safety policies are identical as are policies regarding snacks and meals.

The full *Statements of Program, Fees & Policies* for the regular program should be read with this program description in order to fully understand the features, benefits, and requirements of the bilingual program.

Application Procedure

The center does not discriminate on the basis of race, color, ethnic origin, or religion. Applications are accepted according to the normal priorities of the preschool program. Within each group, applications are prioritized by the date of receipt. For enrolled families, additional priority is given to longtime students already in a preschool room, assuming readiness for placement and an application date at least six months prior.

The center reserves the right to adjust the priority based on the needs of children and/or their age distribution. Barring reservations by the child's physician, unsatisfactory previous experience in child care, or another significant concern, every child is considered eligible for enrollment.

To apply, a completed *Application* must be submitted to the director with a one-time application fee of \$200. The fee will be refunded only if the center cannot offer an enrollment date 15 days or less before or after the date specified on the *Application*, unless the child is enrolled earlier. The selected date may be changed once only at any time before enrollment is offered, but the priority will be adjusted to reflect the date of the change. If an enrollment date is not offered within the period specified, parents may withdraw the application and receive a refund of the fee, or request enrollment "ASAP," which retains the original priority date, but precludes any future refund. Parents have three days following an offer of enrollment (or attempted offer made to the telephone number and/or address listed on the application) to accept the offer and submit an *Enrollment Agreement* with a permanent deposit, after which the offer and application are voided and there is no refund of the application fee. The center will make its best efforts to keep parents advised of the likelihood of enrollment, but—because terminations are typically provided with a 30-day notice—it is likely that parents will be notified formally 15 to 45 days prior to enrollment. Currently enrolled students must be re-enrolled each year by the priority deadline to ensure continued enrollment.

For additional information, please contact:

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FEES AND CHARGES FOR 2014-2015

The monthly fees for the 2014-2015 year are:

	Tuition (Any 9-hr Period on ½ hour from 8:00 to 8:30)	Additional Care (per 0.5 hr on Regular Schedule)
36 to 72 Months of Age	\$1,465	\$30
30 to 35 Months of Age (short period only)	\$1,830	\$40
Extended Care	\$5.00 per half hour per child during business hours only, with one-hour notice and approval by the administrator on duty. There is no charge for the first two half-hour blocks of extended care per month, assuming notice is given and approval of the administrator on duty is obtained.	

A younger sibling of a child enrolled in the center or an ELI school receives a 10% discount^s on the scheduled tuition.

The application fee for placement into a bilingual classroom will be waived one time only for a currently-enrolled child.

Because special materials are required, there is an annual non-refundable \$600 materials development fee for the bilingual preschool program. If enrollment occurs after September, it is pro-rated by using the number of partial and full months remaining in the academic year at \$50 per month. In the event a child's enrollment is terminated by the center, a pro-rata portion of the materials development fee will be returned based on the number of full months remaining from the termination date through August 31. To ensure continued enrollment, currently enrolled students must be re-enrolled by the priority date (same as kindergarten priority date), secured by the non-refundable payment of the materials development fee.

The center does not offer transportation services; field trips require parent drivers, although occasionally, with parent permission, kindergarten children will accompany elementary children on buses at no cost to parents. No other services are offered or fees required beyond those listed above.

All children must be picked up on time, unless extended-care arrangements have been made in advance (at least one hour prior). A penalty of \$5.00 for each 15 minutes will be assessed for drop-offs before and pickups after regularly scheduled times. After closing, the charge is \$10.00 plus \$2.00 per minute; the third and subsequent after-closing pickups in any accounting month will incur an additional penalty of \$25 each and subject the enrollment agreement to possible termination. There is a penalty of \$10.00 plus \$10.00 per additional day for a failure to sign out or to correct on the same day a failure to sign in.

^sDiscounts are applied sequentially, not additively. Thus, a younger sibling pays 90% of the published tuition; if the sibling's tuition is paid a year in advance, the family pays only 98% of the 90%, or 88.2% (the total discount is 11.8%, not 12% that would be derived from adding 10% and 2%).